

OFFICIAL
PERSONNEL BOARD MEETING MINUTES
June 19, 2017

CALL TO ORDER

The meeting began at 5:30 p.m. in Conference Room 113 at City Hall

ROLL CALL

Present: Ed Comerford and Joe Roberts

City Staff: Tami Yuki (Assistant City Manager), Monica Walker (HR Manager), Jim Allan (Fire Marshal), Ed Barberini (Police Chief)

REVIEW OF AGENDA

No change to the order of the agenda

APPROVAL OF MINUTES

Personnel Board Member Joe Roberts made a motion to approve the March 21, 2017 minutes and Personnel Board Vice Chair Ed Comerford seconded the motion. Motion approved.

PUBLIC COMMENT

No public comment.

CONDUCT OF BUSINESS

a. Extend Community Services Officer II (CSO II) Eligibility List

Police Chief Ed Barberini explained that the upcoming proposed budget for the next fiscal year includes a few CSO positions being requested to cover new positions on the Council's priority list for parking enforcement and evidence management. There are many qualified candidates on the existing list and two of them are part-time employees. The Police Department feels strongly that it is in the City's best interest to select off this list due to time constraints in filling the position, rather than spending time doing a new recruitment. Chief Barberini stated that the Police Department is requesting six (6) months. Assistant Manager Yuki stated that six (6) months will allow for the long background investigation process in order to vet candidates, as opposed to the standard three (3) month extension for non-safety lists.

Personnel Board Member Joe Roberts motioned to extend the CSO II eligibility list for six months until January 31, 2018, and it was seconded by Personnel Board Vice Chair Ed Comerford. Motion approved.

Police Chief Ed Barberini left the meeting.

b. Job Descriptions

I. Fire Marshal

Fire Marshal Jim Allan requested that the Fire Marshal job description was created to more accurately reflect the job responsibilities of the position. The position currently uses the Battalion Chief Job description which reflects more suppression and operational activities, rather than administrative duties. Using this job description for recruitments resulted in confusion for candidates, who subsequently withdrew their applications. During the initial testing process, many applicants thought the position had mainly operational duties, and came in with the operational requirements, however, most lacked in the prevention aspect of it and the administrative sides of the position.

HR Manager Monica Walker responded to a question from Personnel Board Member Joe Roberts about the approved Fire Marshal Job description and stated "there was never a stand-alone job description for Fire Marshal and was under the Fire Battalion Chief position."

Assistant City Manager Tami Yuki added that the “position itself is a Fire Battalion Chief position that could work as a Fire Marshal and could work with administrative duties.”

Fire Marshal Jim Allen continued to express that like most Fire Marshal Positions around the country, the position for the City of San Bruno is mainly administrative and stated that when he became a Fire Marshal, even though he came from an operational background, he has “not once worked a day of operation and mainly has administrative duties.” He stated that a request for modification for educational requirements has been made in order to be more inclusive to increase potential diversity in the pool of applicants to allow a person to have a Bachelor’s degree in Fire Science, or an Associate of Science, or 60 units of college related courses. It was stated that while most applicants that come into the fire service have a Bachelor’s degree, a lot of the more senior members of the organization, that have a lot of job experience that is pertinent to this position, have backgrounds in construction, engineering and other related backgrounds, would favor themselves to be good candidates for this type of position. Modifying the educational requirements might increase the pool of applicants that apply to this type of position.

Personnel Board Member Joe Roberts asked whether the City asks for Grants for the Fire Service and whether the task would be for the Fire Marshal as it is administrative. Fire Marshal Jim Allen confirmed that the City does in-fact ask for Grants. It was suggested that the task should be added to the duties and responsibilities for the Fire Marshal. He added that “most of the Grants that have been received up-to-date have been operational Grants, but does not mean that it is not possible for it to be an administrative-type Grant.”

Personnel Board Vice Chair Ed Comerford asked for clarification on the responsibility of the section where it states “interprets laws, codes and regulations,” and how the Fire Marshal is expected go about this. Fire Marshal Jim Allen responded by saying that the “Fire Marshal should be able to effectively interpret different state laws, codes and regulations for different categories that the Fire Marshal will have to deal with, (for example: safety of solar-voltaic systems and any laws and regulations that must be followed).”

Assistant City Manager Tami Yuki added that “larger agencies have a track to becoming a Fire Marshal where one can become a Fire Inspector, Senior Fire Inspector, and then Fire Marshal. Whereas smaller agencies do not have a track and can get an employee who is currently at a Captain level who no longer wishes to be on fire suppression and wants to be in a more administrative role or a Battalion Chief who wants an administrative role”. Another track is recruiting someone from the private sector who has worked in fire service. Smaller organizations are limited to their applicant pool, which is why the job descriptions are written the way they are to increase the applicant pool and have people from the private sector and current fire employees from the City who no longer wish to fight fires. The job descriptions are written in terms of the minimum qualifications.

Fire Marshal Jim Allen responded to a question of whether or not an injured fire fighter who is placed on light duty can become a Fire Marshal or an assistant of some kind. He added that “the position is very specialized, requiring someone to have a very specific background in order to perform the duties required.”

Personnel Board Vice Chair Ed Comerford brought up a question regarding the educational requirements where General Education is listed. Since General Education covers a very broad spectrum, it does not make sense for it to be included under education requirements when a specific knowledge of fire is required in order to effectively perform the duties required. General Education goes into a completely unrelated field. It was suggested that that General Education be entirely removed and to keep related field instead. The education requirements will be kept as an Associate’s degree in Fire Technology or related field, or completion of 60 college units in fire related courses.

HR Manager Monica Walker responded to a question from Vice Chair Joe Roberts about whether or not people from the outside can have non-suppression experience. She added that the requirements are “either/or,” – the “either” must have at least five years’ experience in fire protection or code enforcement experience – the “or” must have at least ten years of suppression with supervisory experience and experience in investigation, inspection, and public education. Applicants of both types will be able to apply for the position.

Fire Marshal Jim Allen responded to a question about the timing of the required experience of five years of non-suppression experience and ten years of suppression experience. He stated that “if someone is designing a sprinkler system, they are doing it full-time, and might have more experience versus a firefighter, who is gaining experience from doing inspections.”

Vice Chair Ed Comerford asked about the special requirements if the certification is required later on in the employee’s position; “the certification is highly desirable,” responded Fire Marshal Jim Allen. Currently, the State of California is in the process of modifying the fire prevention series to have less courses to obtain the certification than what it used to be. He added that “many of those currently taking the courses are currently caught in the middle of the modification and are still able to take some of the old courses.” It is good for the Fire Marshal to be able to obtain the certification later down the road. Being as it is “highly desirable,” the certification is not required. The Fire Marshal certificate is not something that many organizations have, especially smaller organizations, and there are only less than one-hundred certified Fire Marshals in the State of California. He added that “while it is nice to have, most applicants will not have it.” The Fire Marshal certification contains forty-hour courses. In the previous Fire Marshal series, it was required to complete fifteen courses to complete the certification. The series is not strictly course related; there are also experience related courses, (example: fire investigators had to complete fire courses and also have at least one-hundred fires that were investigated).

Personnel Board Joe Roberts brought-up a question regarding the physical demands of the position where it requires the employee to be able to lift up to at least seventy-five pounds as opposed to the Fire Battalion Chief which is required to lift at least one-hundred pounds and why they are different. HR Manager Monica Walker responded by saying “the Fire Marshal position is highly administrative, therefore it is not required to be that heavy.” Fire Marshal Jim Allen added that “the Battalion Chief might need to go on scene and assist in moving a patient, whereas a Fire Marshal does not go out to emergencies.”

Personnel Board Member Joe Roberts made motion to accept the Fire Marshal job description with changes as noted. All are in favor and non-opposed.

Assistant City Manager Tami Yuki left the meeting.

Fire Marshal Jim Allen left the meeting.

c. Report on Recruitment Information

I. Established Eligibility Lists

HR Manager Monica Walker reported on the current eligibility lists; Computer Support Technician eligibility list will expire as there were only two left on the list and the department is happy to let the list expire. If they need another list they will open another recruitment; a Fire Battalion Chief has been appointed and there are currently rotating two employees as acting; one Police Clerk I/II has been hired; two Fire Captains have been appointed; one Lead Maintenance Worker has been appointed; one Cable Television Business Manager has been appointed; one Field Supervisor for Parks has been appointed. The Police Officer position is currently on continuous recruitment, there was a list established from it and are at the brink of exhausting the list and will go-out for another round of oral interviews based on the existing applications; one Police Lieutenant has been appointed; one ACSR I for Finance has been appointed; one Parks Maintenance Worker has been appointed; a background check is currently in progress for a Code Enforcement Officer and appointment has not been made as of yet; two Associate Engineers have been appointed; currently in backgrounds for one Mechanic; one Maintenance Worker has been appointed and two are currently in backgrounds; two Cable Television Technicians are being appointed; and the Engineering Tech department is going through second-round interviews.

II. New or Existing Recruitments

HR Manager Monica Walker gave report of any new or existing recruitments and their current statuses; Fire Chief applications have been received and are currently under review. The applications are currently being assessed and are deciding who will be brought in for an interview; many Financial Services Manager applications have been received, however, she added that “the majority of the applicants do not possess municipal experience;” the Finance Director position has also received many applicants. Much like the Financial Services Manager applications, most of the applicants do not possess municipal experience as the majority have been received from the private industry; interviews will commence for the Lateral Firefighter position; a Community Development Technician recruitment has been opened do to a resignation by an employee leaving for another city.

BOARD MEMBER COMMENTS

No comments.

ADJOURNMENT

Vice Chair Ed Comerford motioned to adjourn the meeting, seconded by Personnel Board Member Joe Roberts.